FINANCE AND ACCOUNTING BRANCH

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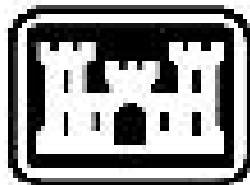
AGENDA

I. WINSIG

II. WEBTRACK

III. ULO REVIEW

IV. EFT

V. COLLECTIONS - USER FEES

VI. CREDIT CARDS

VII. GOVERNMENT TRAINING BILLS

VIII. GOVERNMENT ORDER BILLS

US Army Corps of Engineers

Electronic Signature
for
Windows 95/NT
(WinSig)
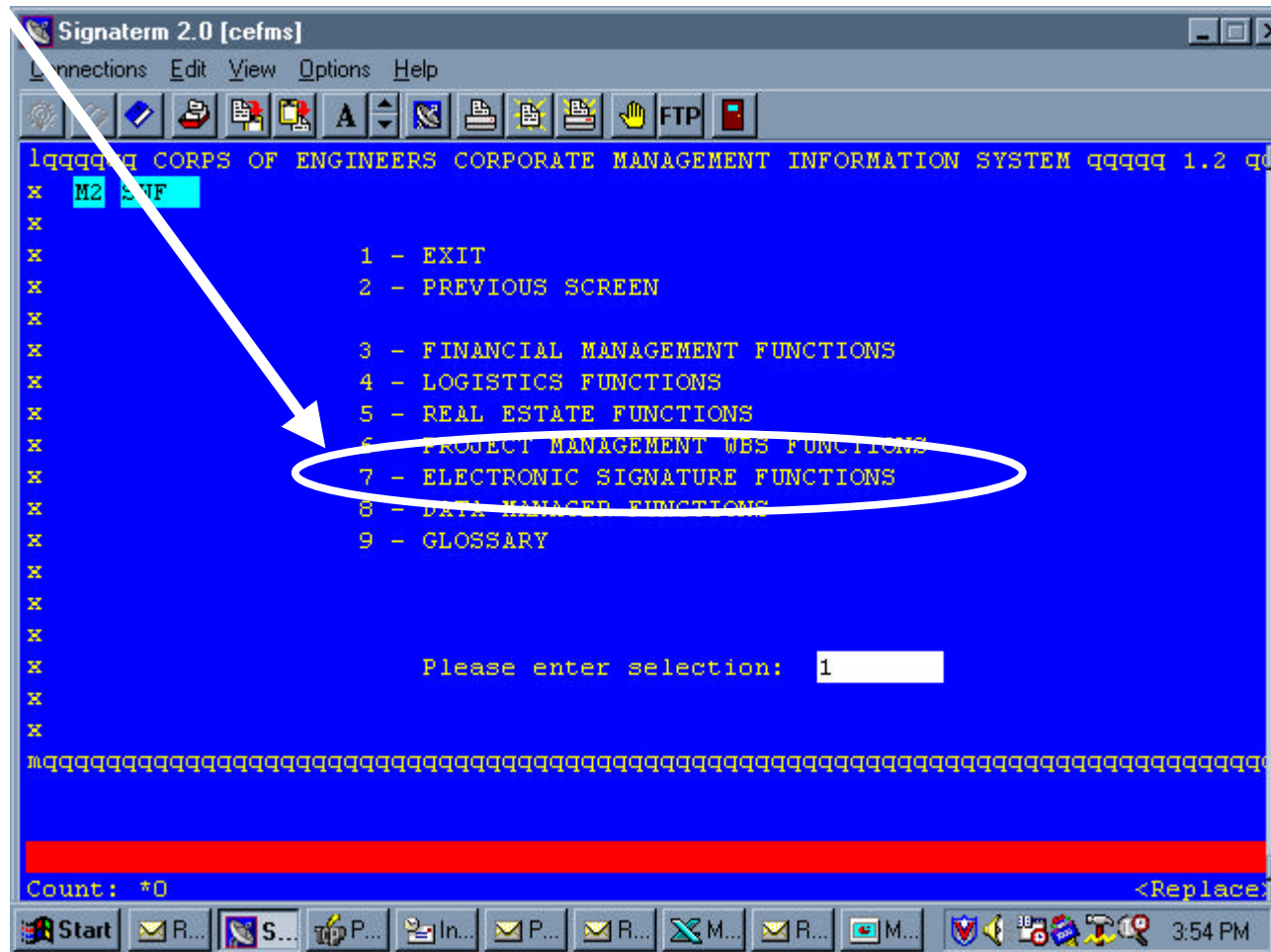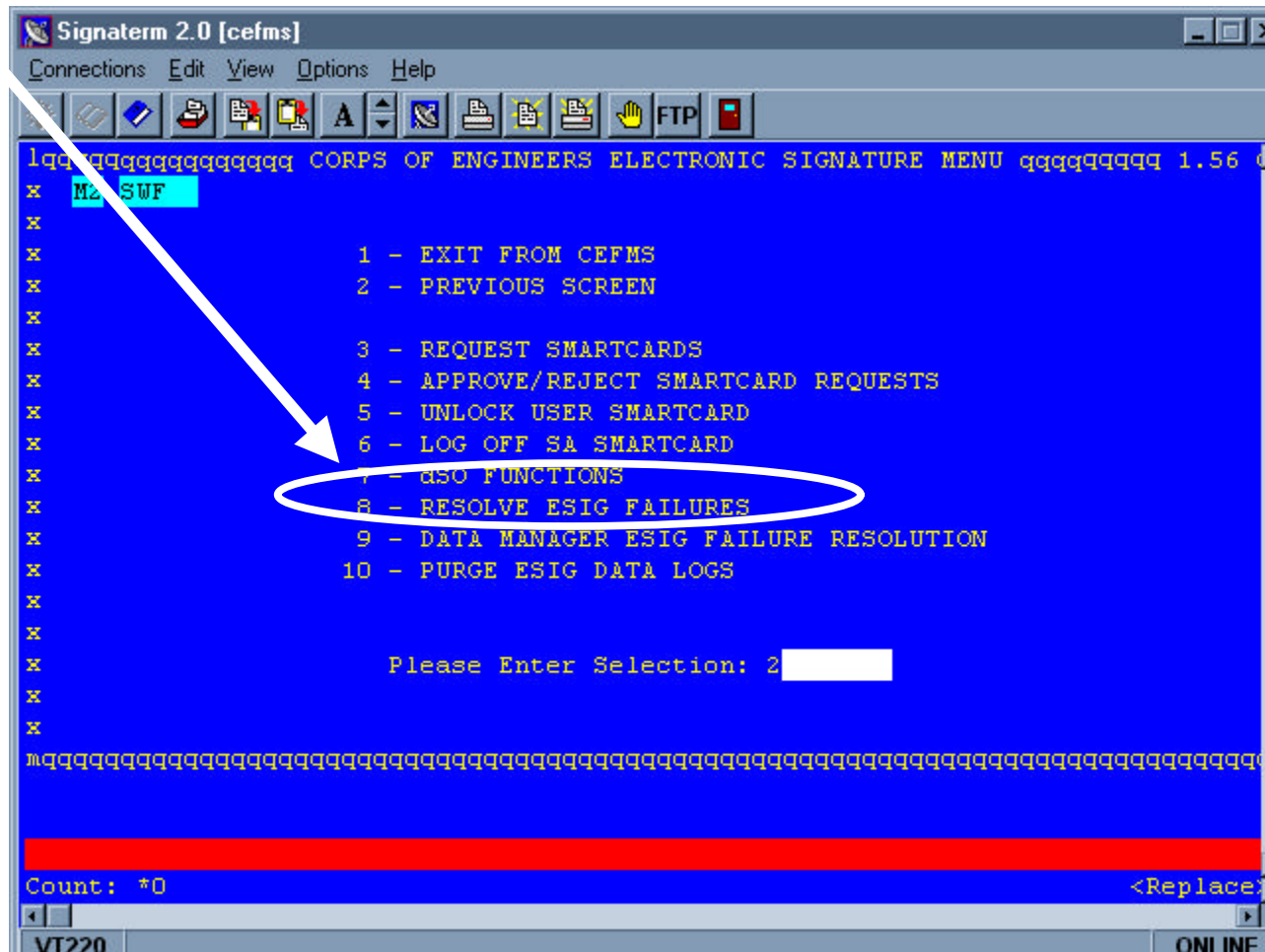
WINSIG

Each signature cardholder has the responsibility:

- to check their ESIG Failure Resolution Utility on a daily basis.

- exercise good internal controls on signature cards and passwords.
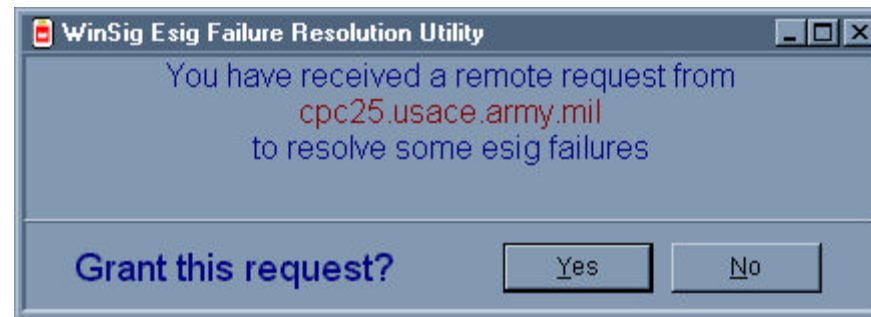
7. Electronic Signature Functions
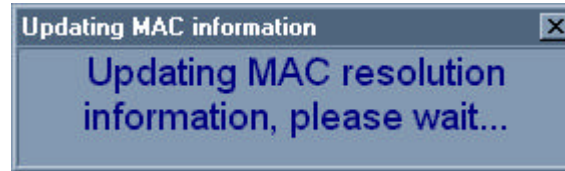
8. Resolve ESIG Failures

Signaterm 2.0 [cefms]
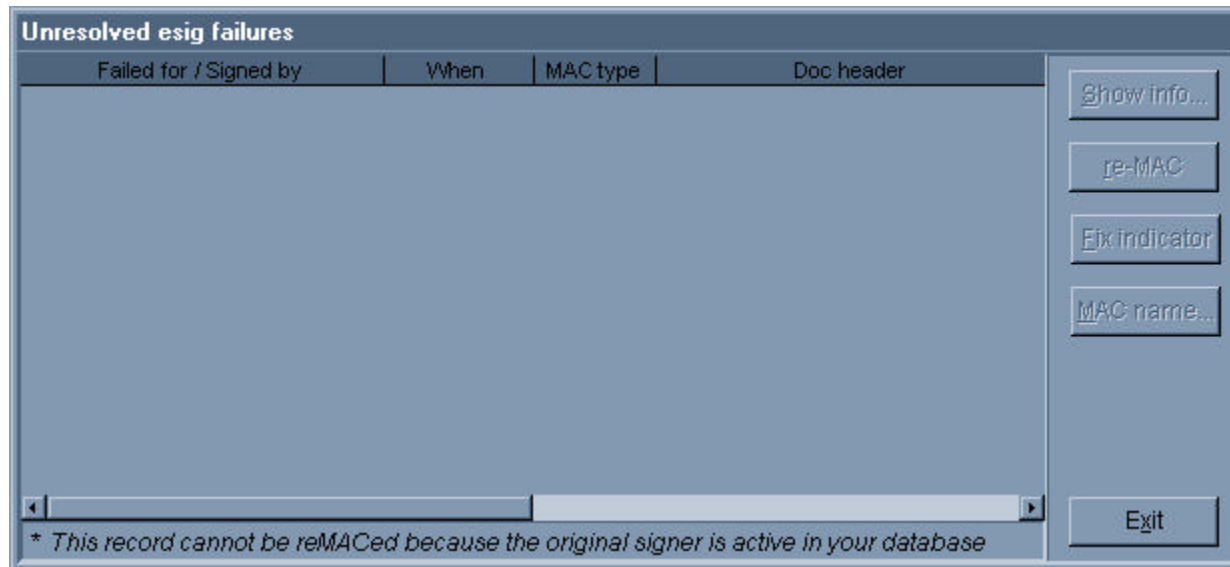
Connections   Edit   View   Options   Help

```
lqqqqqqqqqqqqqqqq CORPS OF ENGINEERS ELECTRONIC SIGNATURE MENU qqqqqqqqq 1.56
x    M2 SWF
x
x                    1 - EXIT FROM CEFMS
x                    2 - PREVIOUS SCREEN
x
x                    3 - REQUEST SMARTCARDS
x                    4 - APPROVE/REJECT SMARTCARD REQUESTS
x                    5 - UNLOCK USER SMARTCARD
x                    6 - LOG OFF SA SMARTCARD
x                    7 - dSO FUNCTIONS
x                    8 - RESOLVE ESIG FAILURES
x                    9 - DATA MANAGER ESIG FAILURE RESOLUTION
x                   10 - PURGE ESIG DATA LOGS
x
x
x
x                    Please Enter Selection: 2
x
x
mqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq
```

Count: *0   <Replace>

VT220   ONLINE

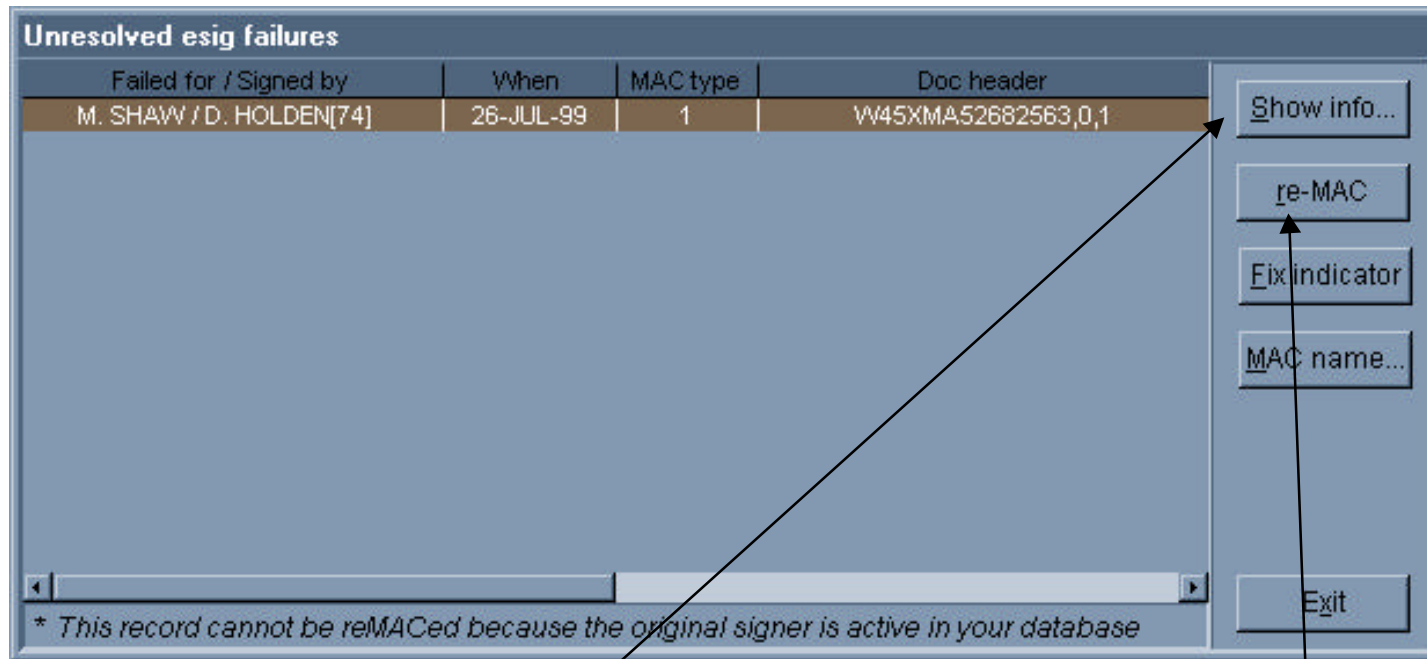You will see this gray box.

You want to say YES to the request.

The screen will display the following box.


```
Updating MAC information                    [X]
        Updating MAC resolution
        information, please wait...
```

Then the following gray box will come up.
This is an example of an empty resolution box, thus
no errors have been found.


```
Unresolved esig failures
   Failed for / Signed by    |   When   | MAC type |    Doc header              Show info...

                                                                                  re-MAC

                                                                                  Fix indicator

                                                                                  MAC name...

 ◄ |                                                              | ►            Exit
 * This record cannot be reMACed because the original signer is active in your database
```

Unresolved esig failures

Failed for / Signed by	When	MAC type	Doc header
M. SHAW / D. HOLDEN[74]	26-JUL-99	1	W45XMA52682563,0,1

Show info...

re-MAC

Fix indicator

MAC name...

Exit

* This record cannot be reMACed because the original signer is active in your database

Example of Unresolved ESIG Failures:
Click on **'SHOW INFO'** and the Data will be displayed
[Before and Current pictures].

Once accuracy of Data has been verified, Re-MAC button will re-sign the document.

After pressing EXIT, you will see the following message.
This may take a few seconds to complete the resolver.
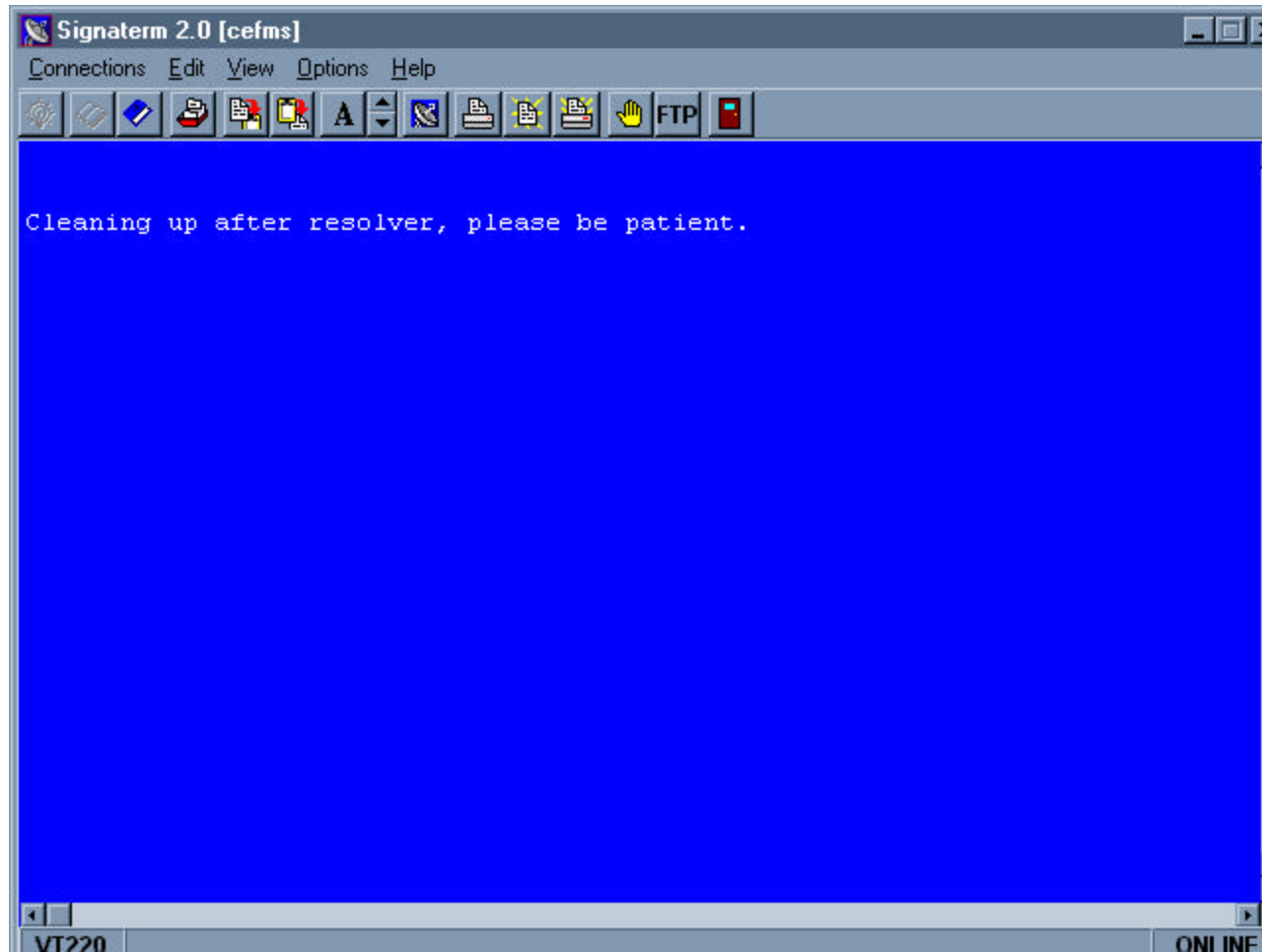
Error Messages

When entering **CEFMS,** several errors may occur that will prevent smartcard holders from using the Electronic Signature capability. The user will be able to continue, but will not be able to verify any signatures electronically or **"sign"** a document. If an error occurs, write down the error code and contact your **CEFMS point of Contact**.

The following is a list of error codes and resolutions

Error Codes	Description	Resolution
21	Smartcard Hard Lock	Need to Contact the DSO (Security Violation)
24	Invalid password entered (PIN)	Re-type user PIN - CAPS LOCK key should be off
25	Key already in use	Log off the SA and Re SA
40	Bad use type	Wrong card use - It asked for an SA Card and you used a **USER card**
41	No SA Logged on	Reader has not been SA'd
42	Same User Logged in Twice	User is trying to user a PC that he/she has SA'd
47	No Smartcard in reader	Insert your smartcard in the reader
48	Smartcard I/O error	Re-boot your PC
74	MAC on header data failed	Data may have been illegally changed - Need to Re-MAC
75	Error reading smartcard SN	Card not inserted into the card reader correctly or reader going bad
76	Cannot Communicate with KTC	KTC machine is down - Call **FOS** to verify status of KTC
80	Cannot determine user's IP address	Call **FOS** to verify that your PC has a valid IP address
87	Cannot print	Winsig is not loaded or the printer has not been configured with Winsig
236	Current SA not active	Re-SA the Card Reader

Remember: if a signature does not verify on a document, a message will appear on the screen. This indicates that the document has been altered in some way and the alteration must be resolved in order to continue. Contact the originator of the document or your *CEFMS* point of contact to resolve the problem

☑

Make it a part of your daily routine to check your ESIG Failures.

WEBTRACK
Finance Center AVI Image System

USER: M2
PASSWORD: g j h w t b

Chief Financial Officers ACT of 1990 (P.L. 101-576)

Statutory Purpose

- Bring more effective general and financial management practices to the Federal Government through statutory provisions.

- Provide for improvement of systems of accounting, financial management and internal controls to ensure the issuance of reliable financial information to deter fraud, waste and abuse of Government resources.

CFO ACT

Requires Agencies to produce Auditable Financial Statements.

Complete, Reliable, Timely and Consistent.

USAAA/Headquarters' FY99 CFO Audit Issues
- Electronic Funds Transfers
- Inventory of Property Book Assets
- Funding of Accrued Annual Leave Liability
- Administration of Foreign Allowance
- Management of Accounts Receivable
- Abnormal General Ledger Balances
- Access Permissions
- Inadequate Separation of Duties --- PR&Cs

ULO REVIEW
TIPS FOR RESOLVING

Commitments

     Funding level decommitment - Approval Authority Only.

Travel orders - Cancellation if no voucher was filed.
     (Traveler, Originator and/or Approver can CANCEL
     Travel Orders (Option #10, screen 7.53)

     Deobligation of Travel Orders that have been settled -
     Send E-mail message to Deborah Holden and/or
     Tim Tynes.

Funding Level Decommitment Screen [3,5, 4 then 7]

F2 - Query on FA WI CODE: (Must have approval Authority

on the FA WI CODE in order to access.)

F3 - Retrieve ALL PRACs citing the FA WI CODE.

PAGE DOWN and F2/F3 for particular PRAC NO you wish to

Decommit and ENTER the **AMOUNT to DECOMMIT**.

Travel Order Cancellation Screen [3, 5, 7, 3, 10]

ONLY Travel orders that have NOT had Vouchers filed.

View Travel Order Line items [3, 5, 7, 3, 13]

Query on Travel_Order_No, Employee_ID_No OR PRAC_No.

STAT.1 - Obligation Status Screen
F2/F3 Query Obligation_no/Del Order No
PAGE Down to the Line Item(s)

Obligated Amt.   Received Amt.   Invoiced Amt.

ENTER will display the Vouchered, Disbursed, Accrued and Deob Amounts.

PAGE DOWN (twice) from the line item and you will see
the following screen.
INVOICE   DISB.   DISB.   CHECK   METHOD of
REF. NO.   DATE   AMT   NUMBER   PAYMENT

Obligations

Contract deobligations - Contact Contracting Officer.

Receiving reports (Open Payables)

Authorized Receiver Authority and Electronic Signature Card Required.

Receiving Report - F2 query existing Receiving report [Arrow down for additional Receiving reports], PAGE DOWN to line item, ARROW down if multiple line items are attached in order to get to desired Line Item.
ENTER to AMOUNT field and enter NEW AMOUNT for that Line Item. END to COMMIT.

Screen content:

```
Signaterm 2.0 [cefms]
Connections  Edit  View  Options  Help

lq v2.1.92  qqqqqqqq  RECEIVING REPORT CREATE/UPDATE SCREEN  qqqqqqqqqq 2.42 qqk
x  OBLIGATION NO: 32310027            DESC: POSTAGE-ON-CALL BARDWELL ACCT   x
x DELIVERY ORDER: FY99      FAST PAY:       REFERENCE NO: POSTAGE REFILL # 2  x
x RECEIVERS NAME: DEBORAH L HOLDEN           RECEIVING RPT NO: 3            x
x          TITLE: SYSTEMS ACCOUNTANT          NO OF LINE ITEMS: 1           x
x        ADDRESS: USAED, FORT WORTH            TOTAL RR AMT:        400.00  x
x                 CESWF-RM-F, (SWF)                                         x
x                 PO BOX 17300         GOODS & SERVICES DATE: 13-JUL-1999   x
x           CITY: FORT WORTH                 ACCEPTANCE DATE: 13-JUL-1999   x
x             ST: TX     ZIP: 76102-0300  CONSTRUCTIVE ACCEPT DATE: 20-JUL-1999 x
x          PHONE: 817-978-2836                     PERIOD: 199907           x
tqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqqq
x LINE ITEM: 0001    POSTAGE-ON-CALL CMRS ACCOUNT FOR LAKE BARDWEL   FC:    x
xDELIVER TO: TIPPING              MARTHA A                                   x
x    OFC SYM: CESWF-OD-T                      QTY              AMOUNT        x
x      PHONE: 972-875-5711          ORDERED:        0            1500.00    x
x FINAL RPT:                    THIS REC RPT:                     400.00    x
x    ACCRUAL:                    ALL REC RPTS:      0             801.00    x
x SIGNATURE: 13FCBBE40C3B6734     VOUCHERED:        0                400    x
mq F9 CREATE RECORD qq <Ctrl-F6> Foreign Currency qq <END> COMMIT qq F10 EXIT qjq

At last record.
Count: *3              ^                                        <Replace>
```

SPECIAL NOTE:

IF QTY and UNIT prices are used, COMPARE
the VOUCHERED QTY to RECEIVED QTY.

IF Received QTY = Vouchered QTY, BUT the amounts are
Different, THEN submit a problem report via E-mail to CESWF-
RM-F, ATTN: Deborah Holden or Tim Tynes.

If you are able to adjust the RECEIVED QTY to = the
VOUCHERED QTY, then make the necessary adjustments.

IF after the QTY adjustment the Received dollar amount does
NOT = the VOUCHERED amount, then submit a problem report
via E-Mail to CESWF-RM-F, ATTN: Deborah Holden or Tim
Tynes.

ELECTRONIC FUNDS TRANSFER

Screen 10.131 - Each individual has access to their own record. If you travel more than once in a calendar year, you need to submit a Direct Deposit Form for Travel to the Finance Center.

ELECTRONIC FUNDS TRANSFER

POINTERS to help VENDORS:

•Address and T.I.N. on DDAF MUST match the address and T.I.N. in CEFMS.
Otherwise, the form will be rejected and returned. The accuracy is to ensure that correct information is provided for tax forms at end of year and to deter FRAUD.

•If Vendor has more than 1 contract/obligation, and they are citing a different VENDOR_ID, then a separate DDAF for each VENDOR_ID must be submitted.

CREDIT CARDS

- Expenditure is recorded when Invoice is created.

- Accruals can be done when Receiving reports are in place. You no longer have to back out the Receiving report before you record the accrual.

- Accruals are reversed at the beginning of each month.

- Training can be paid with VISA Credit Card ONLY as A last resort.

USER FEE COLLECTIONS

- Secure the funds.

- Collect timely.

GOVERNMENT TRAINING BILLS

District's responsibility

- Ensure that all Prospect Training is OBLIGATED.
  That is all that is required.   The Finance Center creates the billing and certifies for payment.

GOVERNMENT ORDER BILLS

District's responsibility includes the following:

- Creating the Government Order Billing in CEFMS.

- Signing the DA4445R and mailing to the Finance Center, CEFC-AO-AR

. Ensure that the Billing Address on the Government order is the issuing organization address.

POSTAGE by PHONE - Example MEMO

MEMORANDUM TO: CEFC-AO-P

FROM: [EROC_code - M2], [Office Symbol], POC: NAME

DATE:

SUBJECT: POSTAGE by PHONE - [CMRS #]

Request payment be issued to [VENDOR, I.e. Pitney Bowes], under the above referenced obligation, in the amount of $500.00.

Receiving report authorizing payment is attached.

Questions & Answers